

Retention and Classification Report

Agency: Alton (Utah) (44)

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435-648-2635

Records Officer Carrie Heaton

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| 24181 | Annual audits |
| 24273 | Council minutes |
| 24185 | Ordinances and resolutions |

AGENCY: Alton (Utah)

SERIES: 24181

3

TITLE: Annual audits

DATES: 1971-1979; 1983; 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 07/05/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Alton (Utah)

SERIES: 24181

TITLE: Annual audits

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Alton (Utah)

SERIES: 24273

4

TITLE: Council minutes

DATES: 1935-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Like other traditional city councils in Utah, the Alton town council consists of a mayor and four trustees who are responsible to exercise the community's legislative and executive powers (Utah Code Unannotated, 1991, 10-3-101). Council meeting minutes should provide a record of topics discussed. Entries for each meeting should also include the date and the names of those present. However, the Alton town council minutes are more in the form of notes taken at council meetings and do not consistently provide this information. The Alton town council appoints city officials and appropriates their salaries, levies taxes, and approves expenditures. It provides or contracts for services, controls animals and traffic, and coordinates community upkeep of buildings and roads.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 07/05/2002

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

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AGENCY: Alton (Utah)

SERIES: 24273

TITLE: Council minutes

(continued)

then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Council minutes provide unique information on life in, and governance of, this small town.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alton (Utah)

SERIES: 24185

4

TITLE: Ordinances and resolutions

DATES: 1936-

ARRANGEMENT: Chronological by date passed.

ANNUAL ACCUMULATION:

DESCRIPTION:

Utah law authorizes the governing body of each municipality to exercise its legislative powers through ordinances. The governing body may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity, business, or condition authorized by law (Utah Code, 1988, 10-3-701-702). Early Alton ordinances establish community boundaries, specify the responsibilities and salaries of community officers, and govern activity within town limits. Later ordinances and resolutions amend the original ordinances, impose taxes, and provide for public services. The Alton council passed ordinances adopting a uniform building code and creating a zoning law.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 03/21/2003

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Alton (Utah)

SERIES: 24185

TITLE: Ordinances and resolutions

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Alton ordinances and resolutions provide the foundation for municipal government and identify issues of importance to the community.

PRIMARY CLASSIFICATION:

Public